

**TOWN OF EAST HAMPTON
MONTAUK PLAYHOUSE COMMUNITY CENTER
240 EDGEMERE ST.
MONTAUK, NY 11954**

APPLICATION TO RESERVE TOWN BUILDING

1. Name & address of applicant: _____
2. Phone: _____ Fax: _____ Cell: _____
3. What is the nature & purpose of this event? _____
4. Date of the event: _____
5. Room requested: _____
6. Times requested: From: _____ To: _____
7. Fee required: \$_____ (No Credit Cards)
8. Number of people: _____
9. Litter: All refuse is to be placed in the proper receptacles only.
10. Parking: Parking is to be in designated areas in the parking lot.

The applicant further consents and agrees to abide by any and all ordinances of the Town of East Hampton, pertaining to the use of this Town facility. The applicant further understands that failure to comply with the applicable portions of the Town Code may result in fines and/or penalties.

Organizations using Senior Nutrition room 116 may:

1. Bring in refreshments, coffee pot, coffee, catered food, etc.
2. Kitchen is **not** available for use.
3. Leave room as it was found, in a neat and orderly condition.

Date: _____

(signature of applicant)

Approved: _____ **Date:** _____

The completed, signed application shall be submitted to the Director of the Montauk Playhouse, 240 Edgemere St., Montauk, NY 11954.

(Applicant must sign both sides of form)

RELEASE OF ALL CLAIMS

AND

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

Date: _____

In consideration of the permission given by the Town of East Hampton for the use of _____
(Name of Town Facility)

To be used for _____
(Name of Event)

On _____

_____ hereby agrees to indemnify and hold harmless the
(Name of applicant/organization)
Town of East Hampton and every agent, employee and official thereof against all liabilities, claims, suits, awards or judgments whatsoever which may arise directly or indirectly out of the above activity in favor of or which might be claimed by:

(Name of applicant/organization)

Or third parties. It is understood and agreed that this release of claims and agreement to indemnify and hold harmless is a condition precedent and an unseverable part of the permission given by the Town of East Hampton and the Town was induced to grant such permission by the promise of the undersigned to grant this release.

NAME: _____
(Please Print)

Responsible official of organization with authority to sign

Signature: _____

AUTHORIZED BY: _____ DATE: _____